

60-6592

24 AUG 1960

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*card*

On the occasion of your retirement, I am sending you this personal message in recognition of effective service to your Government.

You have served your country loyally and faithfully for more than eight years. You can take just pride in the knowledge that the devotion and perseverance which you have displayed throughout your career have been consistent with the high ideals and traditions of Federal service.

Along with your many friends here in the Agency, I extend best wishes for full enjoyment of the coming years.

Sincerely,

SIGNED

Allen W. Dulles  
Director

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## Distribution:

- \* 0 - Addressee -
- 2 - DCI
- 1 - DDCI
- 1 - D/Pers
- 1 - Personnel Folder
- 1 - BCB Retirement
- 1 - BCB Reader (stayback)

Original

Concurrence

\* Picked up by o/s courier 8/25. AM.

lec

17 Aug 60

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60-6592/1

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Commendatory Retirement Letter  
for [REDACTED]

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1. Attached for your signature is a commendatory letter for [REDACTED] who plans to retire from the Agency 31 August 1960 under the optional provisions of the Civil Service Retirement Act.

2. [REDACTED] who is sixty-four years old, entered on duty 4 August 1952 with the Office of Security and is now Information Receptionist, GS-4, Office of Security. She has over eight years of Federal service.

3. The Office of Security concurs in the writing of this letter.

[REDACTED]

Emmett D. Echols  
Director of Personnel

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SENDER'S CHECK OFF  
UNCLASSIFIED CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	DCI		
2	221 Admin.		
3			
4	DELIVER TO:		
5	[Redacted]	DM 221 Admin	
6	FOR [Redacted]		
ACTION		PREPARE REPLY	
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

Please have letter hand-carried back to  
Personnel after signature.

[Redacted] This is the letter I  
called about. The presentation  
is at 9:30 Thursday [Redacted]

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
D/Pers	

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